

Retention and Classification Report

Agency: Sunset (Utah) (1136)

Sunset City Corporation
200 West 1300 North
Sunset, UT 84015
801 825-1628

Records Officer Susan Hale

84964 City Council minutes
84933 City roster

AGENCY: Sunset (Utah)

SERIES: 84964

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TITLE: City Council minutes

DATES: i 1958-

ARRANGEMENT: Chronological.

DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Sunset (Utah)

SERIES: 84964

TITLE: City Council minutes

(continued)

AGENCY: Sunset (Utah)

SERIES: 84933

4

TITLE: City roster

DATES: undated

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

List of city residents and their addresses.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently.